

ASSISTANT DIRECTOR, OFFICE OF EMERGENCY SERVICES
(Unclassified Management)

DEFINITION:

Under administrative direction, to assist in managing the County's Emergency Services and support services programs; to act in the absence of the Director; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

This is a one-position, unclassified management class allocated only to the Chief Administrative Officer, Office of Emergency Services. The incumbent reports to the Director, Office of Emergency Services, and has significant responsibility for formulating policy, and for assisting the Director in managing the County's Emergency Services, public service and support services programs.

EXAMPLES OF DUTIES:

Assist in planning, directing, organizing, coordinating, and evaluating the overall activities of the Office of Emergency Services which develops, reviews, and implements contingency and recovery plans for responding to disasters and emergency events or situations; reviews new/revised federal and state laws, codes, and regulations and establishes county-wide policy and procedures related to the development of disaster or emergency recovery plans; assists in directing staff in identifying emergency and resource requirements, assessing emergency response needs, and preparing and reviewing response plans; assists in directing the review of radiological defense monitoring sites and communication centers for proper operation and preparation for disasters or emergencies; analyzes proposed and enacted local, state and federal legislation relevant to the Office of Emergency Services; assists in developing the office's annual budget and monitors revenue and expenditure transactions; conducts fiscal analysis and prepares cost projections; identifies operational problems and formulates appropriate solutions; prepares reports and correspondence; acts in the absence of the Director and represents the Director on various disaster planning committees and councils and provides support and planning assistance to local cities as needed; acts as liaison with other public and private agencies and provides information to county departments, the public, media, and agency representatives on departmental activities; performs special studies and projects as assigned by the Director; and supervises subordinate staff.

MINIMUM QUALIFICATIONS:

Thorough Knowledge of:

- Disaster management including conditions and situations leading to major emergencies, mitigation, response, lines of authority, resources, damage assessment, recovery methods, and safety and survival procedures.
- Federal and state laws, codes, regulations, and standards related to disaster preparedness and assistance programs.
- Community or local sources and providers of emergency services and assistance programs.
- Policy/procedures development and implementation related to the disaster preparedness.
- Principles and practices of supervision and training.
- Principles and theory of public administration including general administration, human resource management, fiscal management, and accounting.

- General Management System in principle and in practice.

Skills and Ability to:

- Assist in planning, organizing, directing, and evaluating the overall activities of staff responsible for developing, reviewing, and implementing contingency and recovery plans for responding to disasters and emergency events or situations.
- Assists in directing the establishment and implementation of policy/procedures related to emergency preparedness and recovery programs.
- Coordinate departmental services with county departments and public/private agencies.
- Ensure that departmental activities conform with federal, state, and local laws and standards.
- Identify and resolve operational problems.
- Prepare annual budget and monitor revenues and expenditures.
- Prepare executive-level correspondence and reports.
- Supervise, train, and evaluate the work of subordinate staff.
- Prepare and give public presentation on the department's activities, functions, and issues.
- Establish and maintain effective working and diplomatic relations with staff, the public, and representatives from governmental, industry, media, and other agencies.

EDUCATION/EXPERIENCE:

Education, training, and experience which clearly demonstrate possession of the knowledge and skills listed above. An example of such experience is: Five (5) years of professional experience developing disaster or emergency response and recovery plans. Previous experience must have included at least three (3) years managing and administering a division or section of staff emergency response and recovery studies.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:

License:

A valid California Class C driver's license is required at time of appointment or the ability to arrange transportation for field travel. Employees in this class may be required to use their own personal vehicle.